

MPC

Office Memorandum • UNITED STATES GOVERNMENT

TO :Chief, Administrative Service
 FROM :Chief, Building Maintenance & Utilities
 SUBJECT:Report of Operation by the Building Maintenance and Utilities
 Division during the month of February, 1952.

DATE: 5 March 1952 *Lindley.*

Volume:

1. Requests for services processed during month of February		
A. New Requests by memorandum or requisition	333	
B. On hand prior to February 1	33	
	Total	366
C. Written orders placed with G.S.A.	263	
D. Number on hand no action as of 29 February	30	
E. On hand 60 days or more and not yet submitted to G.S.A. (Copies attached hereto)	1	

2. Funds obligated (This section submitted January,
April, July or October)

A. First Quarter Encumberances		
1. Routine alterations, painting, repairs	\$18,401.00	
2. Special Projects		
a. Renovations (6605)	71,925.95	
b. Renovations (Other)	2,915.00	
	Total	74,840.95
3. Protective Services (GSA Guards)		
a. 143 reimbursable posts	65,426.00	
b. 34 non-reimbursable posts		
4. Laborers and Trucks (From GSA)	5,333.00	
Total Funds Obligated	\$70,760.00	

3. Sums paid to G.S.A. during February against orders
encumbered in fourth quarter.

1. Alterations and Installations	\$21,828.28	
2. Guards	65,643.97	
3. Laborers and Trucks	3,210.50	
4. Elevator Service	54.18	
5. Fireman-Laborers	442.24	
	Total	\$91,179.17

4. Work Load Status

A. Number of Requests on which orders have been
placed but work has not been completed

30 days old	203	
60 days old	100	
90 days old	39	
120 days old	35	
	Total	377

-2-

B. Orders submitted to GSA non-reimbursable

In writing	10
Verbal	280
	<u>290</u>

C. Inter-office memorandums 22
Inter-agency letters 5

D. Space moves during February 24
Total personnel moved 691
Man hours by GSA Laborers 2800
Estimated cost \$4,044.80

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Attachments